

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140069-7

REPORTS INVENTORY

DDS/OTR/SIWA-15

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)				2. TYPE OF REPORT		STATISTICAL
Annual Program Call: Response to Program Call				<input checked="" type="checkbox"/>		NARRATIVE
						MACHINE-NAME LISTING
3. FUNCTIONAL AREA		PERSONNEL	1	TRAINING		ADMIN. GENERAL
		LOGISTICS		SECURITY		OTHER (specify)
		MEDICAL	2	FINANCE		
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)		
3		Annual		1 (EA/TR)		
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT		
Memo		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.		Ex Dir-Compt Memo to all DDS (Oct each year)		
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		
C/SIWA (BO, IF, WAF)				3 (BO, IF, WAF), same titles		

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
16	\$14.50		5		\$ 72.50		1		\$ 72.50
15(4)	12.80		26		332.80		1		332.80
14(3)	11.00		4		44.00		1		44.00
13(4)	9.10		5		45.50		1		45.50
7	4.50		6		27.00		1		27.00
6	4.00		6		24.00		1		24.00

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$545.80

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Justification for budget; proposals for future programs and justifications of these programs

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT			ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS	<input checked="" type="checkbox"/> OTHER (explain)	Instructions should enable School and Staff responses to be briefer and more pointed to true needs	MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE			25	\$25 (STAT)
<input type="checkbox"/> DISCONTINUE				

16. DATE OF INVENTORY 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION 18. EXTENSION

18 Sept 1978

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DC/SIWA/OTR

Classification